



# Office of Long Island Sound Programs Certificate of Permission Application Form

Please complete this application form in accordance with the instructions (DEP-OLIS-INST-200) and CGS Section 22a-363b in order to ensure the proper handling of your application. Print or type unless otherwise noted.

## DEP USE ONLY

Application No. \_\_\_\_\_  
Analyst Assigned: \_\_\_\_\_

Mail completed application form and associated fee to:

Central Permit Processing Unit, Department of Environmental Protection,  
79 Elm Street, Hartford, CT 06106-5127

☐ If your town has a Harbor Management Commission, you must submit a copy of this application to the Commission. Please check here to indicate you have done so.

☐ My town does not have a Harbor Management Commission.

## Part I: Permit Type and Fee Information

A fee of \$400.00 must be submitted with this application form.

Note: The fee for municipalities is \$200.00.

## Part II: Applicant Information

1. Fill in the name, address and phone number of the applicant(s).

Applicant:

Title (Mr., Mrs., Ms., Dr., etc.)      Last Name      First Name      Middle Initial      Suffix (Jr., P.E., Ph.D.)

Contact Person:

Title:

Mailing Address:

City/Town:

State:

Zip Code:      -

Business Phone:      -      -

ext.

Fax:      -      -

Home Phone:      -      -

E-Mail:

2. Applicant's interest in the property at which the proposed activity is to be located:

☐ owner      ☐ option holder      ☐ lessee      ☐ other (specify) :

☐ Check here if there are co-applicants. If so, label and attach additional sheet(s) with the required information as Attachment F. ☐

3. List primary contact for departmental correspondence and inquiries if different than applicant.

Name:

Mailing Address:

City/Town:

State:

Zip Code:      -

Business Phone:      -      -

ext.

Fax:      -      -

Contact Person:

Title:

## Part II: Applicant Information (continued)

4. List attorney or other representative, if applicable.

Firm Name:

Mailing Address:

City/Town: State: Zip Code: -

Business Phone: - - ext. Fax: - -

Attorney: Title:

5. List Property, Facility or Site Owner, if different than applicant:

Mailing Address:

City/Town: State: Zip Code: -

Business Phone: - - ext. Fax: - -

Contact Person: Title:

☐ Property owner ☐ Facility Owner ☐ Site Owner

☐ Check here if additional sheets are necessary, and label and attach them as Attachment F.

6. List any engineer(s) or other consultant(s) employed or retained to assist in preparing the application or designing or constructing the activity. ☐ Check here if additional sheets are necessary, and label and attach them as Attachment H.

Name:

Mailing Address:

City/Town: State: Zip Code: -

Business Phone: - - ext. Fax: - -

Contact Person: Title:

Service Provided:

7. Provide abutting or adjacent property owners' names and addresses as Attachment C.
8. If you met with Office of Long Island Sound Program (OLISP) staff in a pre-application meeting, please note the meeting date and OLISP staff person's name:

Name: Date: / /

## Part III: Site Information and Resource Information

1. Name of facility, if applicable:

Street Address or description of location:

City or Town:

2. Tax Assessor's Reference: Map Block Lot

### Part III: Site Information and Resource Information (continued)

3. Is the project site located in a municipality within the coastal area (check town list in the instructions)?  
☐ Yes ☐ No
4. Is the project site located within an area identified as a habitat for endangered, threatened or special concern species as identified on the "State and Federal Listed Species and Natural Communities Map"?  
☐ Yes ☐ No Date of Map:    /    /

If yes, complete and submit a *Connecticut Natural Diversity Data Base (CT NDDDB) Review Request Form* (DEP-APP-007) to the address specified on the form.

When submitting this permit application, please include copies of any correspondence to the NDDDB, including copies of the completed CT NDDDB Review Request Form, any field surveys, and any other information which may lead you to believe that endangered or threatened species may or may not be located in the area of your existing or proposed permitted activity, as Attachment D.

Has a field survey been conducted to determine the presence of any endangered, threatened or special concern species? ☐ Yes ☐ No If yes, provide:

Biologist's Name:

Address:

and submit a copy of the field survey with your application as Attachment D.

5. Is the site located within an aquifer protection area as defined in CGS Section 22a-354a through 354bb)?  
☐ Yes ☐ No
6. Indicate the number and date of issuance of any previous state coastal permits or certificates issued by DEP authorizing work at the site and the names to whom they were issued. Please include copies of all issued permits and certificates, if available, as Attachment E.

<i>Permit/COP Number</i>	<i>Date Issued</i>	<i>Name of Permittee/Certificate Holder</i>
	/ /	
	/ /	
	/ /	
	/ /	

If information on prior state coastal permits and certificates is unknown, list names of the owners of the property since 1939 and the years owned:

7. Identify any changes in conditions of the site (including ownership, development, use, or natural resources) since the issuance of the most recent DEP coastal permit or certificate authorizing work at the site:

### Part III: Site and Resource Information (continued)

8. Describe the *existing* structures, conditions and uses at the site of the proposed work. Provide photographs showing existing conditions as Attachment B.
9. Provide the name of the waterbody at the site of proposed work:
10. Provide the elevations of the high tide line, mean high water and mean low water at the site based on a datum of either NGVD of 1929 or MLW:  
  
HTL =                      MHW =                      MLW =                      Datum =
11. Identify all aquatic resources on and adjacent to the site and describe the characteristics and condition of each resource (identify location of resources on plans submitted as Attachment A):
12. Identify the locations of any osprey nesting platforms within 500 feet of the site.

## Part IV: Project Information

1. Describe the proposed regulated work and activities including construction methodology.
2. Provide plans of the project as Attachment A. They must be 8 1/2" x 11" scaled plans of the site and proposed work including:
  - a. A Vicinity Map;
  - b. A Tax Assessor's map showing the subject property and immediately adjacent properties;
  - c. Plan Views showing existing and proposed conditions; and
  - d. An Elevation or Cross-Section View showing existing and proposed conditions.

*Please refer to instructions for identification of plan components.*

## Part IV: Project Information (continued)

3. Describe the purpose, need and use of the proposed work.
4. Identify and evaluate the adverse environmental impacts associated with proposed work and mitigation measures to be employed.
5. Check each category of eligible activities that applies to this application:

**CGS Section 22a-363b(a):**

- ☐ 1. Substantial maintenance or repair of existing structures, fill, obstructions or encroachments authorized pursuant to the Structures, Dredging and Fill Statutes, CGS Section 22a-361, and/or the Tidal Wetlands Act, CGS Section 22a-32.
- ☐ 2. Substantial maintenance of any structures, fill, obstructions or encroachments in place prior to June 24, 1939, and continuously maintained and serviceable since such time.
- ☐ 3. Maintenance dredging of areas which have been dredged and continuously maintained and serviceable as authorized pursuant to the Structures, Dredging and Fill Statutes, CGS Section 22a-361, and/or the Tidal Wetlands Act, CGS Section 22a-32.
- ☐ 4. Activities allowed pursuant to a perimeter permit and requiring authorization by the Commissioner of Environmental Protection.
- ☐ 5. The removal of derelict structures or vessels.
- ☐ 6. Minor alterations or amendments to activities permitted pursuant to CGS Section 22a-361 and/or CGS Section 22a-32 consistent with the original permit.
- ☐ 7. Minor alterations or amendments to activities completed prior to June 24, 1939.
- ☐ 8. Placement of temporary structures for water-dependent uses as defined in CGS Section 22a-93(16).
- ☐ 9. Open water marsh management or conservation activities undertaken by or under the supervision of the Department of Environmental Protection.
- ☐ 10. Placement or reconfiguration of piers, floats, docks, and moorings within existing waterward boundaries of recreational marinas or yacht clubs which have been authorized pursuant to Section 22a-361 and/or CGS Section 22a-32.

**CGS Section 22a-363b(b):**

- ☐ Retention of pre-1980 unauthorized activities which do not interfere with navigation or littoral or riparian rights, and do not cause adverse impacts to coastal resources.
- ☐ Substantial maintenance or repair of pre-1980 unauthorized activities which do not interfere with navigation or littoral or riparian rights, and do not cause adverse impacts to coastal resources.
- ☐ Minor alterations or amendments to pre-1980 unauthorized activities which do not interfere with navigation or littoral or riparian rights, and do not cause adverse impacts to coastal resources.

#### Part IV: Project Information (continued)

6. For question 5, CGS Section 22a-363b(a), if item numbers 2, 3 and/or 7 were checked, demonstrate that the structure or activity for which work is proposed has been continuously maintained and serviceable since state authorization or 1939, as applicable.

Check the box if documents have been provided in Attachment H. ☐

7. For question 5, CGS Section 22a-363b(b), if any item was checked, demonstrate that the structure or activity for which retention or work is proposed has been completed prior to January 1, 1980, does not interfere with navigation or littoral or riparian rights, and does not cause adverse impacts to coastal resources as defined by CGS Section 22a-93(15).

Check the box if documents have been provided in Attachment H. ☐

8. For question 5, CGS Section 22a-363b(b), if any item was checked, state whether the applicant conducted or was responsible for the unauthorized activity, or whether the applicant knew or had reason to know of the unauthorized activity at the time the property which is the site of the unauthorized activity was acquired.

Check the box if documents have been provided in Attachment H. ☐

9. a. Is any portion of work for which authorization is being sought now complete or under construction?  
☐ Yes ☐ No

Specify what parts of the proposed work have been completed or are under construction and indicate when such work was undertaken or completed. Identify completed portions on the plans submitted.

- b. If yes, is the application associated with an enforcement action pending with DEP?

☐ Yes ☐ No If yes, explain:

☐ Check here, if documents have been provided in Attachment H. Also please complete *Applicant Compliance Information Form* (DEP-APP-002).

#### Part IV: Project Information (continued)

10. Provide other relevant information you deem important to consider in the review of this application. Check the box if documents have been provided in Attachment H: ☐

#### Part V: Supporting Documents

The supporting documents listed below must be submitted with the application and labeled as indicated. The specific information required in each attachment is described in the *Instructions for Completing a Certificate of Permission Application for the Office of Long Island Sound Programs* (DEP-OLIS-INST-200). Please check the box by the attachments listed to indicate that they have been submitted.

- ☐ Attachment A: Plans in accordance with Part IV, item 2 of the instructions
- ☐ Attachment B: Photographs showing existing conditions of the site
- ☐ Attachment C: Abutting or adjacent property owner information; including names and mailing addresses
- ☐ Attachment D: Copy of any field survey conducted to identify any presence of endangered, threatened or special concern species (if applicable)
- ☐ Attachment E: Copies of previous state coastal permits or certificates issued by DEP (if applicable)
- ☐ Attachment F: *Applicant Background Information Form* (DEP-APP-008) (if applicable)
- ☐ Attachment G: *Applicant Compliance Information Form* (DEP-APP-002)
- ☐ Attachment H: Other Information (if applicable)

## Part VI: Application Certification

The applicant(s) *and* the individual(s) responsible for actually preparing the application must sign this part. An application will be considered insufficient unless *all* required signatures are provided.

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with Section 22a-6 of the General Statutes, pursuant to Section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text."

Signature of Applicant

Date

Name of Applicant (print or type)

Title (if applicable)

Signature of Preparer (if different than above)

Date

Name of Preparer (print or type)

Title (if applicable)



Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet. You must include signatures of any person preparing any report or parts thereof required in this application (i.e., professional engineers, surveyors, soil scientists, consultants, etc.)

Note: Please submit the Permit Application Transmittal Form, Application Form, Fee, and all Supporting Documents to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127